



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PR No.: **GF-2022-09-01535**Date: **09-09-2022**Dept./Office: **IASO**Section/End-User: **Leonardo S. Toraja**Funding Source: **General Fund - MOOE**Category: **Office Furniture
& Fixture**Project Title/Code: **IASO-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Steel Cabinet, 4 Drawers w/ lock, Vertical, Dirty White	pieces	1	11,000.00		11,000.00

Specification:

?size of the product is W=46CM,L=62CM,H=133CM(1 inch=2.54CM),

? 37KG Pure steel product.

?The steel thickness of the file cabinet is 0.7-1.2mm

?4 Drawers steel vertical filing cabinet

	TOTAL					11,000.00
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Purpose: office use

Checked by:		Funds Available:	
LEO A. MAMOLO		ALICIA M. FLORES	
TWG - Office Furniture & Fixture		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	LEONARDO S. TORAJA	MARIA TERESA A. CRUZ	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU